



## **BURR RIDGE SUBDIVISION ORDINANCE**

### **SECTION III ADMINISTRATION**

A. Administrative Bodies and Functions: The administration of this ordinance is hereby vested in the following offices of the Village of Burr Ridge:

1. Board of Trustees
2. Plan Commission
3. Community Development Director
4. Village Engineer
5. Village Forester
6. Pathway Commission

B. Administrative Authorities and Duties

1. Village of Burr Ridge Board of Trustees

The Board of Trustees of the Village of Burr Ridge, hereinafter referred to as the "Village Board" or "Board of Trustees", as established in accordance with the Revised Statutes of the State of Illinois, shall have the following authority and duties with respect to this ordinance.

- a. Receive recommendations from the Plan Commission concerning preliminary plats of subdivision; review final plats of subdivision; and to approve or disapprove all such requests.
- b. Review all variations from this Ordinance and to approve or disapprove all such requests.
- c. Review all text amendments to this Ordinance and approve or disapprove all such requests.

2. Village of Burr Ridge Plan Commission

The Plan Commission of the Village of Burr Ridge has been created as per Chapter 3, Article I of the Burr Ridge Municipal Code. Said Plan Commission has the following authority and duties relative to this ordinance:

- a. Review all applications for preliminary plats, hold public meetings thereon, and report findings and recommendations to the Village Board.



- b. Review all applications for companion variations made as part of an application for preliminary plat approval and report findings and recommendations to the Village Board.
- c. Oversee the enforcement of this ordinance with the Official Comprehensive Plan and its amendments.

3. Community Development Director

The Village of Burr Ridge has established the position of Community Development Director and the authority and duties of the Community Development Director (or the Director's duly authorized representative) relative to this ordinance shall be as follows:

- a. Review and process all matters going before the Plan Commission or Board of Trustees relative to this ordinance;
- b. Coordinate staff review of all plats and related documents relative to compliance with this Ordinance;
- c. Ensure compliance with all regulations of this ordinance and all plats and related documents as approved by the various administrative bodies described in this ordinance;
- d. Issue notices and citations for violations of the terms of this ordinance and require that construction work be stopped when such work is not in compliance with this ordinance;
- e. Maintain records of plats and other documents related to this ordinance;
- f. Assist in providing public information relative to this ordinance;
- g. Initiate, direct, and review, from time to time, a study of the provisions of this ordinance, and make a report of recommendations to the Plan Commission and Board of Trustees.
- h. Perform all other duties as prescribed herein.

4. Village Engineer

The Village of Burr Ridge has established the position of Village Engineer and the authority and duties of the Village Engineer (or the Village Engineer's duly authorized representative) relative to this ordinance shall be as follows:

- a. Review all preliminary plats, engineering plans, and final plats to ensure that all subdivision improvements comply with the regulations of this Ordinance.



- b. Upon determination of compliance, approve all final plat engineering plans to ensure compliance with the regulations of this Ordinance.
- c. Conduct inspections as needed during the construction of public improvements to ensure compliance with the regulations of this Ordinance and provide inspection reports to the Community Development Director as may be needed;
- d. Assist in providing public information relative to this ordinance;

**5. Village Forester**

The Village of Burr Ridge has established the position of Village Forester and the authority and duties of the Village Forester (or the Village Forester's duly authorized representative) relative to this ordinance shall be as follows:

- a. Review all preliminary plats, landscaping plans, and final plats to ensure that proposed landscaping complies with the regulations of this Ordinance.
- b. Upon determination of compliance, approve all final landscaping plans to ensure compliance with the regulations of this Ordinance.
- e. Conduct inspections as needed during the construction of public improvements to ensure compliance with the regulations of this Ordinance and provide inspection reports to the Community Development Director as may be needed.
- c. Assist in providing public information relative to this ordinance.

**6. Pathway Commission**

The Pathway Commission of the Village of Burr Ridge has been created as per Chapter 3, Article IV of the Burr Ridge Municipal Code. Said Pathway Commission has the following authority and duties relative to this ordinance:

- a. Review all subdivisions for compliance with the Village's hardsurfaced pathway master plan and hold public meetings thereon.
- b. Make recommendations to the President and Board of Trustees regarding location of pathways and sidewalks within subdivisions and for waiver of required sidewalks in lieu of pathway fund donations.

**C. Variations**

- 1. An application for a variation of the terms of this ordinance may be made by any person, firm or corporation, or by any office, department, board, bureau, or commission requesting or intending to request a Plat of Subdivision in accordance with this Ordinance. Said application shall be submitted on forms approved by the Community



Development Director and shall be accompanied by supporting documentation as may be required by the Community Development Director.

2. Any request for variation of this Ordinance shall be submitted to the Community Development Director for processing and submittal to the Plan Commission. The application for variation shall be submitted at least two weeks prior to a regularly scheduled Plan Commission meeting unless otherwise stipulated by the Community Development Director.
3. The Plan Commission may recommend variations from the requirements of this ordinance in specific cases which, in its opinion, do not adversely affect the Comprehensive Plan or intent of this ordinance. Such recommendations shall be communicated to the Board of Trustees or governing county authorities in writing substantiating the recommended variation. The Board of Trustees may approve variations from the requirements of this ordinance when, in its opinion, such variations will not adversely affect the Comprehensive Plan or the intent of this ordinance.
4. The Board of Trustees shall not approve variations that result in requirements less than required by the DuPage or Cook County Subdivision Regulations Ordinance for subdivisions located in the unincorporated areas under the extra-territorial jurisdiction of this ordinance.

#### **D. Enforcement**

1. **Subdivision Plats:** No plat of any subdivision shall be entitled to be recorded in the Recorder's Office or have any validity until it shall have been approved in a manner prescribed in this ordinance. The Community Development Director is hereby appointed as the enforcing officer of this ordinance, and it shall be the Director's duty to enforce the provisions hereof. The Community Development Director may call upon any department or official of the Village to furnish such information and assistance as ~~he~~ may be deemed necessary for the observance or enforcement of this ordinance, and it shall be the duty of such department or officer to furnish such information and assistance whenever required.
2. **Planned Unit Developments:** All planned unit developments granted under the provisions of the Burr Ridge Zoning Ordinance shall also be considered and deemed to be subdivisions for all the purposes of this Subdivision Ordinance and shall be under the jurisdiction of this Subdivision Ordinance, except where the context clearly indicates otherwise, and all required subdivision improvements provided for in this Ordinance shall be required in said planned unit developments except as may otherwise be provided for in the Village ordinance granting the special use for any such planned unit developments.

All planned unit developments in unincorporated Cook and DuPage Counties shall also be considered and deemed to be subdivisions for all the purposes of this Subdivision Ordinance and shall be under the jurisdiction of this Subdivision



Ordinance if any portion of any such planned unit development is within 1-1/2 miles of the Village's boundaries.

**E. Record of Plats**

All such plats of subdivision, after the same have been submitted and approved as provided in this ordinance, shall be filed and kept by the Community Development Director among the records of the Village.

**F. Validity**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not effect the validity of the remaining portions of this Ordinance.

**G. Violation and Penalty**

Any person, firm or corporation who violates, neglects or refuses to comply with, or who resists the enforcement of any of the provisions of this Ordinance, shall be fined not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00) for each offense. Every such person or corporation shall be deemed guilty of a separate offense for every day on which such violation, neglect or refusal shall continue.